

DISASTER PLANNING

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Do you have a written emergency action plan? Has anyone with key responsibilities in an emergency left your agency? Do your new or temporary employees know what to do in case of an emergency? Have you expanded, relocated or renovated your agency in the past year? Well, what are you waiting for? Let's get to work. The following items on disaster planning are available from the South Carolina State Library.

BOOKS

1. ***Disaster preparedness and recovery in state and local government records.** Columbia, SC: SC Department of Archives and History, 1993. CALL#: Ar255R 3.P81 no. 16
2. ***Disaster-related needs of seniors and persons with disabilities: instructor guide.** Washington, DC: Emergency Management Institute, Federal Emergency Management Agency, 1999. CALL#: FEM 1.8:D 63/20/INSTR.
3. ***Manning, Michael V. So you're the safety director!: an introduction to loss control and safety management.** Rockville, MD: Government Institutes, 1998. CALL#: 658.4 MANN
4. ***Responding to disasters: policies and procedures for national service programs working with FEMA.** Washington, DC: Corporation for National Service, 1999. CALL#: Y 3.N 21/29:2 D 63
5. ***South Carolina emergency operations plan.** Columbia, SC: South Carolina. Emergency Preparedness Division. 2000. CALL#: Ad495E 2.E53-2 2000
6. ***Wheeling to fire safety: fire emergency procedures for individuals with disabilities.** Jackson Heights, NY: Eastern Paralyzed Veterans Association, 1999. CALL#: 628.922 WHEE

ARTICLES

7. Muldoon, Fred "Keeping up-to-date for emergencies. (emergency action plans)" **Occupational Hazards** 63 #7 (July 2001): 31-32.
8. Mulhall, Douglas. "Preparing for Armageddon: how we can survive mega-disasters. Disaster prevention should include contingency plans for surviving large-scale natural disasters, including tsunamis, mega-quakes, volcanic eruptions, and asteroids hitting the Earth." **The Futurist** 35 #3 (May 2001): 36-41.

VIDEORECORDINGS

9. ***Emergency Evacuation**. Santa Ana, CA: American Training Resources, 2000. CALL#: VT 116
Advanced booking required

This video demonstrates how to prepare for disasters such as workplace violence, terrorism, bad weather, tornadoes and hurricanes. It also shows how to evacuate from a high rise or large building.

10. ***On the edge: managing high risk situations**. Santa Ana, CA: American Training Resources, 2001. CALL#: VT 1140 *Advanced booking required*

This video presents realistic scenarios on how to recognize warning signs in potentially volatile situations in the workplace and to act to prevent the violence before it occurs.

News from the South Carolina State Library

Doing More with Less

With state budget cuts, all state agencies are working with fewer resources. The South Carolina State Library staff is available to all state employees to assist them with their information and research requests. These days, we all need to manage our time. Online searching can be a time saver or a time waster depending on your searching skills.

Staff at the State Library is very experienced with many online databases, Internet sites, and statistical sources. Don't hesitate to contact us with your work-related request. We can quickly and efficiently get you the information you need. We can email you the results or fax the information to your office.

Also, the library's website for state government employees, **SC Connects for State Government** (www.state.sc.us/scsl/den) provides state employees with a well-organized selection of links to information resources. Many databases, which include magazine and newspaper articles, the library's online catalog, and other authoritative web sites, can be found here. [Bookmark it for future use.](#)

Business Communication

11. Anderson, Kare. "Turning a public crisis around. Human nature remains the same in one way: bad news always travels faster than good news." **Public Management** 83 #9 (October 2001): 18-21.

12. *Douglas, Eric. **Straight talk: turning communication upside down for strategic results at work**. Palo Alto, CA: Davies-Black Publishers, 1998. CALL#: 658.45 DOUG

13. Kails, Karen. "Make your e-mail more effective." **Supervision** 62 #9 (September 2001): 23-25.

14. *McGinty, Sarah Myers. **Power talk: using language to build authority and influence.** New York: Warner Books, 2001. CALL#: 658.452 MCGI

15. Redmon, Marsha. "Presenting to the big dogs. How to hold your own in executive ranks." **T+D** 55 #4 (October 2001): 32-35.

Children, Youth and Families

16. *Anderson, Daniel R. **Early childhood television viewing and adolescent behavior: the recontact study.** Boston, MA: Blackwell Publishers, 2001. CALL#: 302.2345 ANDE

17. *Ellis, Elizabeth M. **Divorce wars: interventions with families in conflict.** Washington, DC: American Psychological Association, 2000. CALL#: 306.89 ELLI

18. *Lee, Maureen D. and Ross A. Thompson. **Creating supportive communities for families with young children.** Clemson, SC: Institute on Family and Neighborhood Life, Public Service Activities, Clemson University, 2000. CALL#: C5935Fa2.C63

19. Levine, James. "Behavior management principles: incorporating a biopsychosocial perspective." **Child and Adolescent Social Work Journal** 18 #4 (August 2001): 253-261.

20. *Paul, Rhea. **Language disorders from infancy through adolescence: assessment and intervention.** St. Louis, MO: Mosby, 2001. CALL#: 616.855 PAUL

Computers and Software

21. *Glossbrenner, Alfred. **Search engines for the world wide web.** Berkeley, CA: Peachpit Press, 2001. CALL#: 025.04 GLOS 2001

22. *Coulombre, Rich and Jonathan Price. **Special edition using FileMaker Pro 5.** Indianapolis, IN: Que, 2000. CALL#: 005.75 COUL

23. *Rossen, Elizabeth. **Basics of e-learning.** Alexandria, VA: American Society of Training and Development, 2001. CALL#: 371.334 ROSS

24. *Sagman, Stephen W. **Troubleshooting Microsoft Windows.** Redmond, WA: Microsoft Press, 2001. CALL#: 005.446 SAGM

25. *Walters, E. Garrison. **The essential guide to computing.** Upper Saddle River, NJ: Prentice Hall, 2001. CALL#: 004 WALT

Crime and Corrections

26. *Electronic crime scene investigation: a guide for first responders. Washington, DC: U.S. Dept. of Justice, Office of Justice Programs, National Institute of Justice, 2001. CALL#: J 28.8/3:EL 1

27. ***Managing death-sentenced inmates: a survey of practices.** Lanham, MD: American Correctional Association, 2000. CALL#: 365.64 MANA

28. *McManus, Rob. **Firearm violence in South Carolina.** Columbia, SC: Office of Justice Programs, SC Department of Public Safety, 2001. CALL#: P9602J2.F46

Ecology and the Environment

29. *Beatley, Timothy. **Green urbanism: learning from European cities.** Washington, DC: Island Press, 2000. CALL#: 307.12 BEAT

30. Irland, Lloyd C. "Assessing socioeconomic impacts of climate change on US forests, wood-products markets, and forest recreation." **BioScience** 51 #9 (September 2001): 753-764.

31. ***Paving the American dream: southern cities, shores & sprawl.** Wilmington, NC: UNC at Wilmington, 2001. CALL#: Media 307.14 PAVI

This video examines the crisis of overgrowth in the major southern inland as well as coastal cities.

32. ***Roadside use of native plants.** Washington, DC: Island Press, 2000. CALL#: 713 ROAD

33. ***Wetland soils: genesis, hydrology, landscapes and classification.** Boca Raton, FL: Lewis Publishers, 2001. CALL#: 631.4 WETL

34. *Wyman, Bruce and L. Harold Stevenson. **The facts on file dictionary of environmental science.** New York: Checkmark Books, 2001. CALL#: 363.7 WYMA

Education

35. Bell, Jennifer A. "High-performing, high poverty schools." **Leadership** 31 #1 (September/October 2001): 8-11.

36. Condon, Kim A. and Tary J. Tobin. "Using electronic and other new ways to help students improve their behavior." **Teaching Exceptional Children** 34 #1 (September/October 2001): 44-51.

37. Connolly, Joan and Frank Colvario. "Increasing fiscal accountability by examining revenues and expenditures." **School Business Affairs** 67 #9(September 2001): 25-29.

38. Du, Yi and Larry Fuglesten. "Beyond test scores: Edina Public Schools' uses of surveys to collect school profile and accountability data." **ERS Spectrum** 19 #3 (Summer 2001): 20-25.

39. ***Family involvement in children's education: successful local approaches: an idea book.** Washington, DC: US Dept. of Education, 2000. CALL#: ED 1.302:F 21/3/2000

40. *Hawkins, H. Gregory. **Understanding "poor" performance: Palmetto Achievement Challenge Test (PACT) scores and poverty.** Clemson, SC: The Jim Self Center on the Future, 2001. CALL#: C5935J 2.P15

41. ***Pathways to prosperity: success for every student in the 21st-century workplace.** Columbia, SC: The Task Force, Governor's Workforce Taskforce, 2001. CALL#: G7461Wor 2.P17

Human Resources

42. Bellegoni, Elvira and Mike Pack. "Workplace harmony. These do's and don't enhance teamwork and general satisfaction on the job." **OfficePro** 61 #7 (August/September 2001): 35.
43. Cullen, Scott. "Avoiding common office scams. Protect your business against office supply con artists." **OfficeSolutions** 18 #9 (October 2001): 14-16, 18.
44. *DelPo, Amy and Lisa Guerin. **Dealing with problem employees: a legal guide**. Berkeley, CA: Nolo.com, 2001. CALL#: 658.3045 DELP
45. Kogan, Marcela. "Bridging the gap across the generational divide in the federal workplace." **Government Executive** 33 #12 (September 2001):16-21.
46. Rivera, Carrie T. "Violence in the workplace." **OfficeSolutions** 18 #9 (October 2001): 38-41.
47. *Stoltz, Paul Gordon. **Adversity quotient @ work: make everyday challenges the key to your success-- putting the principles of AQ into action**. New York: William Morrow, 2000. CALL#: 158.1 STOL
48. *Sparrow, Malcolm K. **The regulatory craft: controlling risks, solving problems, and managing compliance**. Washington, DC: Brookings Institution Press, 2000. CALL#: 658.4 SPAR

Management

49. *Blank, Renee. **From the outside in: seven strategies for success when you're not a member of the dominant group in your workplace**. New York: AMACOM, 2000. CALL#: 650.1 BLAN
50. *Denton, D. Keith. **The toolbox for the mind: finding and implementing creative solutions in the workplace**. Milwaukee, WI : ASQ Quality Press, 1999. CALL#: 153.43 DENT
51. *Hartman, Francis T. **Don't park your brain outside: a practical guide to improving shareholder value with SMART management**. Newton Square, PA: Project Management Institute, 2000. CALL#: 658.404 HART
52. *Harper, Stephen C. **The forward-focused organization: visionary thinking and breakthrough leadership to create your company's future**. New York: AMA, 2001. CALL#: DISPLAY 658.409 HARP
53. Hubler, Liz. "Don't just admire - aspire. A good career role model assists your professional growth and provides feedback as you make your own decision and choices." **OfficePro** 61 #7 (August/September 2001): 14-16.

School Food Services Lending Library

54. ***Building quality meals production planning**. University, MS: National Food Service ManagementInstitute, University of Mississippi, 2000. CALL#: Media 371.716 BUIL

This video presents a seminar for school food personnel showing how to manage their programs more effectively.

55. ***Inventory management for child nutrition programs.** University, MS: National Food Service Management Institute, University of Mississippi, 2000. CALL#: Media 371.716 INVE

This video shows how to manage the inventory of school breakfast and lunch programs. It includes organization for inventory control, record keeping, product safety and cost control.

56. ***School health index for physical activity and healthy eating: a self-assessment and planning guide.** . Atlanta, GA:US Department of Health and Human Services, Centers for Disease Control and Prevention, 2000. CALL#: 613.07 SCHO

State and Local Government

57. *Derthick, Martha. **Up in smoke: from legislation to litigation in tobacco politics.** Washington, DC: CQ Press, 2002. CALL#: 338.47679 DERT

58. ***Foreign policy in comparative perspective: domestic and international influences on state behavior.** Washington, DC: CQ Press, 2002. CALL#: 327 FORE

59. *Guajardo, Salomon A. **An elected official's guide to multi-year budgeting.** Chicago, IL: Government Finance Officers Association, 2000. 252.48 GUAJ

60. Knudsen, James J. "The impact of property tax limitations on school funding and performance." **Government Finance Review** 17 #5 (October 2001): 18-21.

61. Mikesell, John L. "Lotteries in state revenue systems: gauging a popular source after 35 years." **State and Local Government Review** 33 #2 (Spring 2001): 86-100.

62. Sarkar, Dibya. "Politicians plug in. The Internet gives lawmakers more access to information - and people more access to lawmakers." **Civic.com** 5 #5 (May 2001): 12-16.

63. *Shaw, Margaret. **The role of local government in community safety.** Washington, DC: Office of Justice Programs, Bureau of Justice Assistance, U. S. Department of Justice, 2000. CALL#: J26.30:C73.5

Teams

64. *Barner, Robert. **Team troubleshooter: how to find and fix team problems.** Palo Alto, CA: Davies-Black, 2000. CALL#: 658.4 BARN

65. *Rose, Ed. **How to create a team culture.** Alexandria, VA: ASTD, 2001. CALL#: 658.402 ROSE

66. Winchell, Sr., T. E. "Successfully using teams to assist in structural realignments or downsizing initiatives." **Public Personnel Management** 30 #2 (Summer 2001): 261-268.

***Items marked with an asterisk denote book or audiovisual material.**

